





Please fill in the whole form including official use box using a ball point pen and send it to:

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Reference (NNDR Account Number on the bill)

Instruction to your bank or building society to pay by Direct Debit

FOR Tendring District Council OFFICIAL USE ONLY This is not part of the instruction to your bank or building society. Please complete this part Please advise the date on which the payments are to be made MONTHLY Monthly on the 1st of each month Monthly on the 15th of each month Monthly on the 22nd of each month Monthly on the 28th of each month Monthly on the 28th of each month Choose 10 or 12 per financial year 10 instalments 12 instalments 12 instalments 12 instruction to your bank or building society lease pay Tendring District Council, Direct Debits from the account etailed in this Instruction subject to the safeguards assured by the irect Debit Guarantee. I understand that this Instruction may remain ith Tendring District Council and, if so, details will be passed lectronically to my bank/building society. Signature(s)	6	2	1	4	7	7			
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Banks and building societies may not accept Direct Debit Instructions for some types of account

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This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, Tendring District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Tendring District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Tendring District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Tendring District Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.